Leeds Teaching Hospitals Trust - Training Calendar
Fair Processing Notification

Introduction

Leeds Teaching Hospitals NHS Trust has introduced a Training Calendar where staff can easily find information about the vast number of courses Organisational Learning (OL) managed from a central resource. This will include course information that is contained in the Personal Development prospectus.

Once registered staff will be able to manage all booking and cancelling aspects of their training in real-time, thus resulting in a more efficient use of resources aligned with the Trusts Principles namely Operational Efficiency.

Security of Information

Confidentiality affects everyone, the Leeds Teaching Hospital NHS Trust collects, stores and uses large amounts of personal data every day, such as medical records, personal records and computerised information. This data is used by many people in the course of their work. We take our duty to protect your personal information and confidentiality very seriously and we are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. At Trust Board level, we have appointed a Senior Information Risk Owner who is accountable for the management of all information assets and any associated risks and incidents, and a Caldicott Guardian who is responsible for the management of staff information and staff confidentiality.

What is Personal Data?

Personal data means data which relates to a living individual who can be identified either from that data or from that data and other information which is in the possession of, or is likely to come into the possession of, the data controller.

The Data Protection Act 1998 regulates the management of personal information. We need to handle personal information about you so that we can provide services for you. When we ask you to register personal details on the Training Calendar to book a course we will ensure the following:-

- Make sure you know why we need it;
- Ask only for what we need and not collect too much or irrelevant information;
- Make sure we do not keep it longer than is necessary;
- Consider your request to stop processing data about you.
Why We Collect Information about you?

In order to provide you with an efficient and effective service Organisational Learning (OL) needs to collect personal data. OL may also need to share personal data with other service providers who are contracted to carry out services on their behalf.

These providers are obliged to keep your personal details secure and use them only to fulfill a service request e.g. External Trainer delivering training. OL will process the information you provide in a manner that is compatible with the Data Protection Act.

Organisational Learning will use information about you for the provision of services and specifically for the following:-

- Creating course registers
- Training history
- Providing attendance to external NHS assurance bodies e.g. CQC
- Blue folder validation visits

We will collect personally identifiable information about you in the following ways:

- Through registration form on the training calendar website www.trainingcalendar.leedsth.nhs.uk
- When you voluntarily provide your details to us when contacting us with an enquiry from the training calendar website www.trainingcalendar.leedsth.nhs.uk

The elements of your Data that we collect include:

- Name;
- Job title;
- Division;
- Payroll Number
- Email address;
- Work address, phone and fax number;
- Mobile telephone number; and
- Line managers details

It is essential that your details are accurate and up to date. Always check that your personal details are correct when you access the Training Calendar and update any changes as soon as possible. Failure to do so, could result in your personnel record not being updated and your training calendar account or displaying your completed training history.

If details are not accurately updated what is the impact for the user?

How we use and disclose personal data

We use your Data for purposes which may include the following:

- Processing registrations and enquiries.
- To help us deliver an effective training programme
We also use your Managers information in case we need to contact the regarding payments for example if you do not attend a course.

We also use information in aggregate form (so that no individual user is identified by name):

- To build up marketing profiles; and
- To aid strategic planning and development.

**How we will look after your information**

OL has appropriate measures in place to ensure that our users’ Data is protected against unauthorised access or use, alteration, unlawful or accidental destruction and accidental loss.

**Who We Share Personal Information With?**

Everyone working within the NHS has a legal duty to keep information about you confidential. Similarly, anyone who receives information from us has a legal duty to keep it confidential.

We will share information with bodies responsible for auditing or administering public funds. LTHT is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud. The Care Quality Commission (CQC) and the NHS Litigation Authority (NHSLA) are the external auditors who have standards to which all Trusts must be able to evidence compliance.

**Emails**

To book a course from the Training Calendar, it is compulsory for you to provide a valid and active email address. We need a valid and active email address to end confirmation of booking or cancellation of a course. Emails can only be sent to users who have previously consented to direct marketing via e mail which is part of the registration process.

When you register on The Training Calendar OL need you to confirm that the e-mail address you entered is valid and active. Confirming your e-mail address ensures that OL can identify you through your e-mail address and can contact you if there are any issues with any training enquiries or issues. After you complete the Registration process procedure, The Training Calendar sends an email titled “Validate Your Training Calendar Registration” to your email account. Once completed, another email will be sent “Welcomes you to the Training Calendar”.

The Trust would prefer LTHT staff to use a secure internal email address which would be GroupWise or a secure external email address which is NHS Mail.

We will use your email to provide certain direct marketing activities like course promotion etc.
SMS Text Messaging

When you register on the Training Calendar you can add your mobile telephone number. This can be used to provide a reminder for training courses that you have booked on. SMS alerts will notify you of last minute changes to training venues or the cancellation of a course.

How You Can Access Your Records

If you wish to amend any of the Data which we hold about you, please edit your details or use the Contact Us form on the Training Calendar website www.trainingcalendar.leedsth.nhs.uk

The Data Protection Act 1998 gives you a right to access the information we hold about you on our records. Requests must be made in writing to the Information Governance Department who will provide a copy of any information held about you 40 days following receipt of the request.

- You will need to provide adequate information [for example full name, payroll number and email address etc.] so that your identity can be verified and your records located.
- A cheque for an initial £10 made payable to the Leeds Teaching Hospitals NHS Trust.
- An indication of what information you are requesting to enable the Trust to locate this in an efficient manner.

If you think any information is inaccurate or incorrect then please let us know.

Data Controller

The Data Controller responsible for keeping your information confidential is:-

Leeds Teaching Hospitals NHS Trust
St James University Hospital
Trust Headquarters
Beckett Street
Leeds
LS9 7TF
Telephone: 0113 2433144

Notification

The Data Protection Act 1998 requires organisations to lodge a notification with the Information Commissioner to describe the purposes for which they process personal information. These details are publicly available from the:-

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
Telephone: 08456 306060
Website: www.ico.gov.uk

**Freedom of Information Act 2000**

If you want to request any information about the organisation, which is not personal information, please write to us or email